

June 11, 2001

Dear Chapter member,

We are busily planning our chapter's second biennial needlework exhibit. Envision if you will, walking into a glen filled with beautiful stitchery designating the four seasons. In the spring area, you may find flowers, Easter bunnies (or religious motifs), kites, baby animals, or items that were made for mothers. In the summer area, you may see Fourth of July stitchery, picnic items, or items made for dads, babies, graduates and brides. In the fall area, you may discover harvest motifs, Halloween witches and ghosts, school projects, Thanksgiving stitchery, or any of the items that we have worked on in our meetings. Finally, in the winter area, you may come across Christmas stockings, ornaments, Santas, Madonnas, snowmen, snowflakes, or Valentine motifs. Sound good? Here's how we will accomplish this.

We're asking members to loan us their undecorated artificial Christmas trees (members will assemble and take down their own tree), silk trees, silk plants, and autumn leaves. Also, if you have anything that will help us make it look like the various seasons we would really appreciate it if you could loan it to us.

This is all grand, but we cannot do it without your stitchery! It's time now for you to decide what you will be exhibiting. We're sending this early so you have time to ponder. We do not need needlework at this time! We only need the form!

There are no limit on entries, but we would like at least 4 pieces and 4 ornaments from each chapter member. These pieces and ornaments must not be the same as the ones that you entered in the last exhibit. The only pieces that you can exhibit again are the Mystery Samplers, Friendship Samplers or the Challenge ornaments since we will be selling the booklets for these items. We can also use any of the chapter projects that you have worked on in the past two years.

Please be sure that pieces are clean and pressed. Framed pieces need to be wired on the back. Sawtooth hangers will not hang on pegboard hooks. You may also enter a piece of needlework of historical significance if you choose.

## **Registration Form**

You may make extra copies of this form if you need to, however, please turn in the original of your written form. We will be returning two copies of it to you...one to attach to your piece and the other for picking up your piece.

## **Insurance**

If you want the EGA insurance, please complete one of the attached forms for each piece. If you do not desire insurance, please return the other form indicating this with the date and your signature. No pieces will be displayed without one of the two forms. (See formulas later in this letter for estimating value.)

## **Why enter?**

Because this exhibit cannot happen without everyone submitting their stitchery. Our chapter has high quality stitchers and we should be proud to show off our talents! Our *Show & Tells* have been phenomenal and we think everyone should get to see our work.

Even if you have not been to a meeting in a long time (or at all), you are still an important part of our chapter and we'd like your support of this vast endeavor. We still need people to work on the day of the exhibit. We ask that each member work at least one shift. We need hostesses (and spouses too... to sit and be an extra pair of eyes) and people to work the various tables (Welcome, Sales, Drawing Tickets, and Sunday pickup). We especially need people on Sunday morning.

The exhibit hours are Saturday, October 13, 2001 from 10:00 am until 5:00 pm and Sunday, October 14, 2001 from 10:00 am until 4:00 pm. The exhibit will be held at the Willow Springs Village Hall, 8156 South Archer Avenue in Willow Springs (just southwest of Route 45 on Archer Avenue).

Drop off of pieces will be Friday, October 12, 2001 only (time to be announced).

Pickup of pieces will be Sunday, October 14, 2001 starting at 4:15 pm. No pieces will be released before that time. **Pieces must be picked up by you (or your representative) on this day only before 6:00 pm and a copy of your registration form must be submitted at that time. Pieces not picked up on Sunday will be considered a donation to our traveling exhibit.**

### **And...we have a surprise in store for you!**

For each piece and ornament exhibited, your name will be entered in a drawing for some really nice prizes. (Prizes to be announced at a future EGA meeting.) But, there's a catch...only registration forms received by August 14, 2001 are eligible. Forms received after this date may not be printed in the program. The drawing will be held at the November meeting. Winners need not be present at the meeting.

If you have any questions, please contact Diane Tarkowski at (630) 795-1093 (evenings) or email at [dtarkows@condor.depaul.edu](mailto:dtarkows@condor.depaul.edu). You can also email Karen Bonse at [kmbonse@aol.com](mailto:kmbonse@aol.com).

Thank you in advance for helping to make our second exhibit a success!

Diane & Karen

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## ***How to fill out the registration form***

### *Seasons in the Glen*

#### **Exhibit Registration Form**

**Your name** (obvious & essential) **Day or evening phone number** (Please specify)

**Name of design** (as appears on the chart, leaflet, book, or magazine)

**Source** (original, magazine name & volume {or month/year}, chart, or book) **Size** (a must!!)

**Designer name** (can be you or someone else)

**Type of stitchery** (cross stitch, hardanger, needlepoint, drawn thread, quilting, etc.)

**Finishing category** (framed, pillow, afghan, quilt, doily, wearable art, etc.)

**Season** (Spring, Winter, Summer or Fall)

**Attach an insurance form or insurance waiver for each piece registered.**

***Return to Diane Tarkowski by August 14, 2001.***

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## ***Formula for calculating the value of your piece: (you must use the \$5.25 per hour rate)***

[Number of hours stitched x Minimum wage (\$5.25 per hour)] + Cost of materials = Value of piece

### **To estimate approximate hours stitched:**

Set an accurate timer for 10 minutes and stitch a similar piece of needlework for that time. When the timer rings, count how many stitches you completed. Then, multiply the stitches by 6 to get your **stitches per hour**.

Take the stitch count from the chart and multiply width by height to get the **total stitch count**.

Divide total stitch count by stitches per hour to get the approximate number of hours stitched. Add 10% to the approximate number of hours stitched to account for color changes, errors, etc to get your final number of hours stitched.

## Seasons in the Glen

### Exhibit Registration Form

Your name \_\_\_\_\_

Day or evening phone number \_\_\_\_\_

Name of design \_\_\_\_\_

Source \_\_\_\_\_

Size \_\_\_\_\_

Designer name \_\_\_\_\_

Type of stitchery \_\_\_\_\_

Finishing category \_\_\_\_\_

Season \_\_\_\_\_

Attach an insurance form or insurance waiver for each piece registered.

*Return to Diane Tarkowski by August 14, 2001.*

## Seasons in the Glen

### Exhibit Registration Form

Your name \_\_\_\_\_

Day or evening phone number \_\_\_\_\_

Name of design \_\_\_\_\_

Source \_\_\_\_\_

Size \_\_\_\_\_

Designer name \_\_\_\_\_

Type of stitchery \_\_\_\_\_

Finishing category \_\_\_\_\_

Season \_\_\_\_\_

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## Seasons in the Glen

### Exhibit Registration Form

Your name \_\_\_\_\_

Day or evening phone number \_\_\_\_\_

Name of design \_\_\_\_\_

Source \_\_\_\_\_

Size \_\_\_\_\_

Designer name \_\_\_\_\_

Type of stitchery \_\_\_\_\_

Finishing category \_\_\_\_\_

Season \_\_\_\_\_

Attach an insurance form or insurance waiver for each piece registered.

*Return to Diane Tarkowski by August 14, 2001..*

## Seasons in the Glen

### Exhibit Registration Form

Your name \_\_\_\_\_

Day or evening phone number \_\_\_\_\_

Name of design \_\_\_\_\_

Source \_\_\_\_\_

Size \_\_\_\_\_

Designer name \_\_\_\_\_

Type of stitchery \_\_\_\_\_

Finishing category \_\_\_\_\_

Season \_\_\_\_\_

Attach an insurance form or insurance waiver for each piece registered.

*Return to Diane Tarkowski by August 14, 2001..*

# Seasons in the Glen

## Ornament registration form

Name \_\_\_\_\_ Day or evening phone \_\_\_\_\_

#	Design name	Type of stitchery
1		
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3		
4		
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## THE EMBROIDERERS' GUILD OF AMERICA, INC.

INDIVIDUAL APPRAISAL OF FINE ARTS  
FOR CHAPTER OR REGION EXHIBITS OR SHOWS

EGA's insurance contains a Fine Arts Floater that is designed to protect needlework pieces owned or in the care, custody, or control of EGA, its regions, or its chapters. Pieces owned by individual members are covered while on exhibit or while being transported to exhibits or shows by chapter, regions or the national organization. While a piece remains in the owner's home or while it is being transported by its owner (shipment to exhibit), it is not covered by EGA insurance. The coverage limit for the Fine Arts Floater is \$250,000 total loss with a \$10,000 per item limit. A \$250 deductible applies to each occurrence. This means \$250 will be deducted from the stated value prior to payment for the loss. You are responsible for coverage of this amount.

In order to be covered it is necessary to fill out and sign the following form or include an appraisal by a qualified third party. If you wish to be covered, fill out the upper portion of the form, sign it and return it.

A form must be filled out for each piece. If the form is not returned the piece will be returned immediately on receipt without opening.

## PLEASE PRINT OR TYPE

Name of Chapter/Region\_\_\_\_\_

Exhibit Date(s)\_\_\_\_\_

Name of Exhibitor\_\_\_\_\_ PHONE:\_\_\_\_\_

Address\_\_\_\_\_

Name of Piece\_\_\_\_\_

Technique(s)\_\_\_\_\_

Designer's Name\_\_\_\_\_

Cost of Materials \$\_\_\_\_\_

Cost of Finishing \$\_\_\_\_\_

Labor\* \_\_\_\_\_ hrs. x \_\_\_\_\_ minimum wage \$\_\_\_\_\_

TOTAL \$\_\_\_\_\_

How many of like item? \_\_\_\_\_ x Total \$\_\_\_\_\_

\*Labor is computed by multiplying the total number of hours spent in completing the piece, by the current minimum federal wage of your state.

Signature\_\_\_\_\_

Date\_\_\_\_\_

**NOTE:** A written appraisal by a qualified third party will be accepted in lieu of this form.

This form must be completed on all items being exhibited and retained by the exhibit chairman. An appraisal of fine arts summary form (form #2) must be compiled from these forms and sent to Headquarters **BEFORE** the show opens.

## THE EMBROIDERERS' GUILD OF AMERICA, INC.

## WAIVER OF APPRAISAL OF FINE ARTS FORM

It is mutually understood and agreed that I, \_\_\_\_\_,  
have knowingly and willingly chosen to exclude my embroidery pieces  
from the coverage afforded the EGA, its regions, its chapters, and its  
members for the exhibition located at \_\_\_\_\_  
\_\_\_\_\_ for the period \_\_\_\_\_. I  
hereby acknowledge my awareness that coverage for my embroidery pieces  
is available under the EGA national insurance program, but I have  
voluntarily chosen not to complete the Individual Appraisal of Fine  
Arts form, which needs to be completed no less than five (5) days  
prior to the first day of the exhibition period listed above, thereby  
voluntarily excluding any and all of my exhibited pieces of embroidery  
from the coverage offered under the EGA national insurance program.

Title of Piece: \_\_\_\_\_

Designer's Name: \_\_\_\_\_

Technique: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Signature \_\_\_\_\_  
(Member/Exhibitor)

Chapter Name \_\_\_\_\_